



## Army AL&T Magazine Writers Guidelines

Army AL&T Magazine is a quarterly professional development magazine published by the Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology. The Editorial Office address is DEPARTMENT OF THE ARMY, ARMY AL&T, 9900 BELVOIR RD, SUITE 101, FORT BELVOIR, VA 22060-5567. Editorial staff phone numbers are:

(703) 805-1034/DSN 655-1034

(703) 805-1038/DSN 655-1038

Fax: (703) 805-4218/DSN 655-4218

**E-mail:** [army.alt.magazine@asc.belvoir.army.mil](mailto:army.alt.magazine@asc.belvoir.army.mil) or [LetterToEditor@asc.belvoir.army.mil](mailto:LetterToEditor@asc.belvoir.army.mil)

### Purpose

To instruct members of the Army acquisition, logistics and technology (AL&T) community about relevant processes, procedures, techniques and management philosophy, and to disseminate other information pertinent to the professional development of the AL&T Workforce.

All acronyms should be spelled out when first referenced. Army AL&T Online does not publish footnotes, endnotes or acknowledgement lists of persons.

### Subject Matter

Subjects may include, but are not restricted to, professional development of the AL&T Workforce, AL&T program accomplishments, technology developments, policy guidance and acquisition excellence.

### Clearance

All articles must be cleared by the author's security/OPSEC office and public affairs office prior to submission. The cover letter accompanying the article must state that these clearances have been obtained and that the article has command approval for open publication.

Individuals submitting articles that report Army cost savings must be prepared to provide detailed documentation that verifies the cost savings and their reinvestment. Organizations should be prepared to defend these monies if higher headquarters has a more pressing priority for them.

### Submission Procedures

Articles must not exceed 1,600 words. Manuscripts are to be prepared in MS Word and should be approximately 8 double-spaced pages using a 20-line page and

Times Roman 12-point font. Do not submit articles in layout format or with footnotes, endnotes or acknowledgement lists of individuals.

A maximum of 3 photos or illustrations, or a combination of both, may accompany each article in files separate from the manuscript. Photographers names and commands are to be included for each photo submitted. Artwork must be accessible for editing and not embedded in the manuscript. Photos may be color or black and white. Illustrations must be black and white and must not contain any shading, screens or tints. Illustrations and photographs may be submitted via e-mail to [army.alt.magazine@asc.belvoir.army.mil](mailto:army.alt.magazine@asc.belvoir.army.mil). All electronic files of photos must have a minimum 300-dpi resolution and be in TIFF or JPEG format. If they do not meet this requirement, glossy prints of all photos must be submitted via U.S. mail, FedEx, etc, to the address listed at the top of this page. Photos and illustrations will not be returned.

Acronyms used in manuscripts, photos, illustrations and captions must be kept to a minimum and must be defined on first reference. Articles submitted to Army AL&T Magazine will not be accepted if they have been scheduled for publication in other magazines.

All submissions must include the author's mailing address and office phone number (DSN and commercial).

### Biographical Sketch

Include a short biographical sketch of the author/s that includes current position, educational background, acquisition certifications and Army Acquisition Corps membership, if applicable.

### Deadlines

Issue	Author Deadline
January-March	1 October
April-June	1 February
July-September	1 May
October-December	1 August

*Please be advised that because of the increased number of submissions, deadlines will be strictly enforced. Space constraints, changing priorities and articles with perishable information may be referred for publication in Army AL&T Online, which can be found at [http://asc.army.mil/pubs/alt\\_online](http://asc.army.mil/pubs/alt_online).*